



TOWN OF ACTON

**COMMUNITY PRESERVATION PLAN
FY2004**

COMMUNITY PRESERVATION COMMITTEE

October 3, 2003

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INTRODUCTION

The Town of Acton Community Preservation Committee ("the Committee") is pleased to present the following 2004 Town of Acton *Community Preservation Plan* ("the Plan"). This Plan has been developed to create a process for administering the Community Preservation Act (CPA) in the Town of Acton. It also meets the statutory requirement that the Committee make an annual report to the Town as to the administration of the CPA as adopted by the Town at the April 2, 2002 Town Meeting and the November 5, 2002 Town election.

The following Plan presents a description of the CPA as it applies to the Town, a definition of CPA goals, and a methodology and procedure by which the CPA will be administered. As such, it represents an informational document for the citizens of the Town, a guideline and instructional document for applicants seeking project funding through the CPA, and a guidance document for this and future CPA Committees in making recommendations to Town Meeting for project funding. The Committee fully recognizes that this document may be modified by future CPA Committees in response to changing goals and experience with the CPA as developed over time.

The Committee wishes to thank the multitude of Town citizens, Town and State officials and Committee members, as well as members of neighboring town CPA committees for their help in the development of this Plan.

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at www.communitypreservation.org. For information on Acton's Community Preservation activity, visit the Town website at www.acton-ma.gov.

SUMMARY OF THE COMMUNITY PRESERVATION ACT

The Community Preservation Act, M.G.L. c. 44B, ("the CPA") allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property. These funds may then be used to acquire, create and preserve open space; acquire and preserve historic resources; create, preserve and support community housing; and acquire, create and preserve land for recreational use. The Act also provides a significant State matching fund of more than \$26 million annually. In addition to Acton, 60 other cities and towns across the state have adopted the CPA to date.

The CPA was approved by Acton voters at the April 2, 2002 Town Meeting and again at the November 5, 2002 Town election. In Acton, the voters elected to fund the CPA account through a 1.5% surcharge on all real estate property tax bills. In its first year this surcharge will raise an estimated \$478,344. It is also expected that the state will match this figure with an equal amount of monies from the state matching fund, thereby raising the value of the Town of Acton Community Preservation Act Fund ("the Fund") to approximately \$956,688 in its first year.

In approving the CPA for Acton, the voters also adopted two exemptions to the surcharge:

- Residential property owned and occupied by any person who qualifies for low-income housing, or low- or moderate-income senior housing.
- \$100,000 of taxable value of residential real property.

Community Preservation Committee: Formation and Responsibilities

Consistent with the terms of the CPA and with the Community Preservation Committee Bylaw adopted at the April 2, 2002 Town Meeting, the Community Preservation Committee has been formed to administer the CPA. The Committee, which is appointed by the Selectmen, includes three at-large members (Peter Berry, Catherine Coleman, Susan Mitchell-Hardt); representatives of the Board of Selectmen (Walter Foster), Conservation Commission (Andrew Magee), Historical Commission (Peter Grover), Planning Board (Christopher Schaffner), Recreation Commission (Alison Gallagher), and Acton Housing Authority (Joseph Nagle); and two associate members (Mimi Herington, Carol Todzia). The Selectmen have assigned Roland Bartl, Town Planner, to provide the Committee with staff assistance.

The first task of the Committee has been to develop the Town of Acton *Community Preservation Plan*, which defines the methods and procedures by which the Committee will administer the CPA. In preparing this Plan, the Committee has met with many

interest groups, including Town department heads and staff, Town committees, environmental and land trust organizations, and the general citizenry. The Committee has also studied the 1998 Town of Acton *Master Plan Update*, the 2002 – 2007 Town of Acton *Open Space and Recreation Plan* and other relevant planning materials. This Plan attempts to capture Acton's community preservation needs and goals in the three CPA target areas. This Plan also outlines the processes by which the Committee will solicit, review and recommend proposals for CPA funding, including the application package.

In addition to the review and recommendation for funding of CPA project proposals, future responsibilities of the Committee will include the updating and revision of this Plan to reflect changes in goals or emphasis, as well as the preparation of an annual report to Town Meeting describing the status of previously funded projects.

CPA Funding Requirements

The CPA mandates that each fiscal year Acton must spend, or set aside for later spending, at least 10% of the annual revenues in the Town of Acton Community Preservation Fund for each of three CPA target areas: open space, historic resources and community housing. Beyond these required allocations, Acton Town Meeting decides how much of the remaining 70% of the funds to spend on the three purposes identified above or for recreation, based on the recommendations of the Committee. The spending mix for the remaining 70% of the Fund can be modified each year, and any monies not appropriated remain in the Fund for future distribution.

A recommendation by the Committee and an appropriation by Town Meeting are both required to spend any Fund monies for particular community preservation purposes. Appropriations from the Fund, except borrowing, are made by a simple majority vote. Borrowing monies for CPA purposes requires a two-thirds majority vote.

Town Meeting may approve, reduce or reject any amount of spending appropriation recommended by the Committee. At the Committee's recommendation, Town Meeting may also decide to set aside all or part of the annual revenues for later spending by allocating revenues to a reserve for that category. Town Meeting may not, however, increase any recommended appropriation or reservation. In addition, Town Meeting may not appropriate or reserve any fund monies on its own initiative without a prior recommendation by the Committee.

All citizens are welcome to attend the Committee's meetings. The times and locations of these meetings are posted at Town Hall and on the Town website, www.acton-ma.gov. Written comments or questions are welcome and may be submitted via email to cpc@acton-ma.gov or directed to the Community Preservation Committee, c/o Planning Department, Town Hall, 472 Main Street, Acton, MA 01720.

HOW CPA FUNDS CAN BE USED

Community Preservation Act funds are to be used for community preservation purposes. These guidelines are set forth in the CPA and are summarized below.

Community preservation is defined by the CPA as, "the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes, and the creation and preservation of community housing."

Preservation is defined as, "the protection of personal or real property from injury, harm or destruction, but not including maintenance."

As detailed by the CPA, Fund monies may be spent to undertake the following primary community preservation purposes:

- The acquisition, creation and preservation of open space. Open space, as defined by the CPA, "shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh . . . water marshes and other wetlands, . . . river, stream, lake and pond frontage, . . . lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use."
- The creation, preservation and support of community housing. The CPA defines community housing as, "low and moderate income housing for individuals and families, including low or moderate income senior housing." The term "support" includes expenditures such as annual payments to the Acton Housing Authority to preserve or expand the affordable housing supply.
- The acquisition and preservation of historic resources. The CPA recognizes historic resources as, "historical structures and landscapes," including "a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." For CPA purposes, the local historic preservation commission is the Town of Acton Historical Commission.
- The acquisition, creation and preservation of land for recreational use. The CPA defines recreational use as, "active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. 'Recreational use' shall not include horse or dog racing or the use of land for a stadium, gymnasium, or similar structure."

Community Preservation Act funds may also be used for the following purposes:

- The “rehabilitation or restoration of . . . open space, historic resources, land for recreational use and community housing that is acquired or created” using monies from the Fund.
- A community may “set aside” revenues for “later spending.”
- Annual “administrative and operating expenses” of the Committee, not to exceed 5% of the Fund’s estimated annual revenues.
- Annual principal and interest payments, preparation, issuance and marketing costs for bonds or notes for borrowings for community preservation purposes.
- Damages payable to property owners for real estate interests taken by the Town by eminent domain for community preservation purposes.
- “Local share for state and federal grants” for allowable community preservation purposes.
- Property acquisition-related expenses including appraisal costs, expenses for title searches, and closing fees.

Community Preservation Act funds may **not** be spent for the following purposes:

- “Replace existing operating funds, only augment them.” The Fund is a supplementary funding source intended to increase available resources for community preservation acquisitions and initiatives.
- Pay for routine maintenance, defined as, “the upkeep of any real or personal property.”
- Gymnasiums, stadiums, or any similar structure.

OPEN SPACE AND RECREATION

In the 2002-2007 Town of Acton *Open Space and Recreation Plan* (the OSRP) the residents of Acton identified three key open space and recreation goals:

- Preserve the remaining elements of Acton's rural character
- Protect the environment
- Improve recreational opportunities

The 2002 - 2007 Acton OSRP retained these three key goals of the 1997 plan, again recognizing the importance of open space and adequate passive and active recreational areas as critical to preserving the character of the Town and thereby the quality of life shared by its citizens.

A. Open Space Resources and Needs

Although the Town has continued to experience tremendous residential development over the last five years, Acton remains a community with abundant natural and scenic resources, including wetlands, diverse wildlife, conservation areas, ponds, rivers and open space. These resources contribute to making the Town a desirable place to live, which has fueled its continued residential growth. The Town is at a crossroads, however, where many of these resources are threatened by the very development they attract.

Currently, about 13.8% or 1,802 acres of Acton's almost 13,000 acres are permanently protected as open space, while 7% is temporarily protected under agricultural exemptions. Unprotected municipal or state-owned lands account for approximately 9% of the Town's open space. For a more detailed discussion and breakout of these open spaces, please refer to the OSRP.

The CPA allows and encourages the acquisition, creation and preservation of open space. CPA funds may be used to protect open space by outright purchase, or by extinguishing or limiting development rights through the purchase of permanent land conservation or agricultural preservation easements or restrictions.

Open Space Preservation Goals

- Preserve the remaining elements of Acton's rural character.

- Preserve the natural and man-made features that contribute to Acton's character such as open fields, woodlands ponds, country roads, scenic vistas and stone walls. Preserve and protect historic and cultural properties and sites.
- Preserve open space and develop additional public open spaces and parklands bordering Fort Pond Brook, Nashoba Brook, the Assabet River, and their tributaries.
- Protect and maintain the remaining farmland in Town, including the preservation of the open fields along Route 2. Encourage continued or new farming enterprises.
- Preserve large tracts of undeveloped land.
- Protect the quality and quantity of Acton's water supply.
- Protect wildlife corridors and wildlife habitat.
- Restore polluted environmental resources.
- Obtain open space through a variety of methods such as, but not limited to, acquiring development rights, outright purchasing potentially developable land, and encouraging property owners to protect and/or preserve their land as open space through the use of Chapter 61, conservation restrictions or donations.

B. Recreational Resources and Needs

Between 1990 and 2000 the population of Acton increased by 13.8% to 20,331. Such rapid growth has put a great strain on the Town's existing recreational resources. As the population of Acton has increased, so has the need for new recreational facilities. In addition to increased demand by traditional uses and users, recreational facilities and opportunities need to be broadened to include all age groups and interests, as well as to meet the increasing demand of the youth and adult sports organizations. It is important to plan now for both short- and long-term solutions to this growth. Currently, the Town's active recreation fields and NARA Park make up about 63 acres, not including fields on school campuses. According to the National Recreation and Park Association, Acton should have considerably more active recreation land to meet the needs of its citizens (please refer to the OSRP).

Much of the Town's permanently protected open space includes a network of foot trails that provide opportunities for passive recreation, such as hiking, cross-country skiing, and access to ponds and streams. Public swimming facilities include the High School

pool and, during the summer, the NARA Park pond. Fishing and canoeing can be enjoyed at Ice House Pond, Nashoba Brook and Fort Pond Brook.

The development of new recreational facilities should take the shape of multi-use recreational zones, which incorporate playing fields, open space, landscaping and shade to ensure both participant and spectator comfort, land protection, and aesthetic appeal. Funding of such "Rec Zones" would not only provide much-needed playing fields, but would maximize CPA funds by creating open space buffers to offset increased development.

Recreation Goals

- Provide additional athletic fields to meet the needs of the Town's growing population and develop multi-use "Rec Zones."
- Develop regional bike trails through Acton.
- Create more expansive human and wildlife corridors.
- Enhance resources for hiking, cross-country skiing, horseback riding, boating and fishing on conservation lands.
- Ensure handicapped accessibility is available for recreational activities (e.g., trails, picnicking, spectating at athletic fields, water-based recreation and camping) at both recreation and conservation areas.
- Acquire land to fulfill identified current and future recreational needs.
- Develop active recreational resources identified in the OSRP including playing fields, improved/new playgrounds, and improved handicapped access; also address adult senior and toddler recreational needs.

COMMUNITY HOUSING

The CPA defines “community housing” as housing for persons or families whose annual income is less than 100% of Acton’s areawide¹ median income, which in 2003 is \$80,800 for a family of four. However, for housing units created with CPA funds to be counted toward Acton’s 10% affordable housing goal, the units must serve those whose annual income is less than 80% of the areawide median income, which is \$62,650 for a family of four.

The CPA provides that CPA funds may be expended “for the creation, preservation and support of community housing and for the rehabilitation or restoration ... of community housing,” but not including maintenance.

Community Housing Resources and Needs

It is a core value of Acton to provide affordable housing opportunities for its citizens. In order to maintain Acton’s community character, it is critical for the Town to encourage and enable a diverse range of Acton resident households to live here. These include municipal and school employees, people who work locally, elderly residents, and the next generation of children.

The average price of homes and rental units in Acton has risen far beyond what many Town employees are able to afford. Affordable housing opportunities help Acton attract and retain talented employees upon whom the Town depends to provide high quality public services.

According to the Governor’s 2003 Chapter 40B Task Force, the lack of affordable housing in Massachusetts continues to be the greatest threat to its economic vitality. Massachusetts will continue to lose population and fail to attract and retain highly skilled labor if affordable housing is not readily available.

Acton has a significant housing affordability gap. In 2001 the Massachusetts Department of Housing and Community Development certified 158 or 2.07%² of Acton’s 7,695 dwelling units as deed-restricted affordable housing. In 2002 the Town added 42 new dwelling units and received subsidized housing certification for 6 new units. That leaves Acton more than 600 affordable units short of the Town’s goal of 10% low- or moderate-income housing units. The Town of Acton *Master Plan Update* provides more detailed information and should be referred to for additional discussion of community housing.

¹ Boston Primary Metropolitan Statistical Area

² Based on 2000 Census figures for total housing units

Community Housing Goals

- Create, preserve and support community housing and rehabilitate or restore community housing that is acquired or created under the CPA. Give preference to the reuse of existing buildings and to the construction of new buildings on previously developed sites.
- Limit purchase price or rental fees to the Department of Housing and Community Development's established maximum low- and moderate-income limits to ensure that units are counted toward Acton's 10% goal for affordable housing.
- Encourage diversity in Acton's population by achieving a mix of homes that enhances Acton's town character and provides needed choices for its residents.
- Promote a range of economic diversity in housing, including low- and moderate-income housing.
- Promote a range of choices in the types of homes to allow for residents' changing capacities and preferences.
- Preserve the character of Acton's established residential neighborhoods.

HISTORIC RESOURCES

Historic Resources are defined by the CPA as buildings, structures, vessels or real properties that are listed or eligible for listing on the State Register of Historic Places or are significant in the history, archeology, architecture or culture of Acton as determined by the Acton Historical Commission. CPA funds may be used for the preservation, restoration or rehabilitation of historic resources (including Town-owned historic resources), but not for routine maintenance. Investments in historic resources must be protected by a permanent preservation restriction and must provide public benefit.

Currently, Acton has a considerable number of historic assets, including municipal buildings, private homes, and ancient artifacts. Listed on the State and National Registers of Historic Places are the Faulkner House, the Jones Tavern, the Exchange Hall, the Jonathan Hosmer House, the John Robbins House, the Isaac Davis Trail (the "Line of March" of the Acton Minutemen in 1775), and the Acton Center Historic District, which includes over 40 buildings and structures. Listing on the State and National Registers recognizes the importance of these properties as state and national historic resources. Acton's three Local Historic Districts are the Acton Center District, the South Acton District, and the West Acton District. Local Historic District designation under M.G.L. 40C adds all the properties within them to the State Register and provides regulatory protections to preserve the historic integrity of the districts and their buildings and structures. In addition, Acton maintains a Cultural Resource List, which itemizes and describes approximately 400 buildings Town wide, many of them are outside any of the Local Historic Districts and not listed on the State or National Registers.

Historic Resources and Needs

The rural, agricultural, and historic character of Acton is currently threatened by the rapid rise of local land values. It is now more feasible to remove older structures and replace them with new, much larger structures that are frequently out of scale with their neighborhood and setting. Meanwhile, the lost structures which gave a sense of history and cultural character to the neighborhood are lost forever. Similarly, the Town is frequently placed in a position of defending itself from large developments and subdivisions that diminish its rural character.

Acton's Cultural Resource List is incomplete and dangerously out of date. Placement on the list provides an opportunity to explore alternatives to the demolition of historically significant buildings or structures under Acton's Demolition Delay Bylaw. Many character-contributing historic resources are not listed or adequately documented and some are at risk of demolition. The CPA gives Acton the opportunity to make real the goals and desires of its *Master Plan Update*. These goals and ambitions become much more attainable with a dedicated funding source.

Historic Preservation Goals

- Protect, preserve and/or restore historic properties and sites throughout Acton of historical, archeological and cultural significance. Work to assist owners with adaptive re-use of historic properties.
- Protect threatened properties of particular historical significance. Fully document the architectural and historical significance of Acton's historic resources and their current condition. Prepare State Register and National Register application forms. Investigate and, if deemed feasible, adopt preservation restrictions for historic properties.
- Preserve the remaining rural/historic character of the Town, including, but not limited to, buildings, barns, outbuildings, burial grounds, markers, monuments, stone walls, fields, cart paths, historic land- and street-scapes and scenic vistas. Work to maintain the character of Acton's country roads.
- Update the existing Town of Acton Cultural Resource Inventory and archival records.
- Provide education and community outreach regarding the extensive historical and cultural resources within Acton. Develop a signage program for historic structures to increase public awareness of historical and cultural assets within Acton.

THE CPA FUNDING APPLICATION PROCESS

It is the responsibility of the Committee to review all applications for CPA funding and to make recommendation(s) to Town Meeting as to which, if any, of these applications should be so funded. The Committee has developed the following four-step process for reviewing, recommending and funding of CPA proposals.

Step 1. Submit Completed Application by November 14, 2003

Applications must be postmarked by November 14, 2003 to be eligible for ordinary consideration at the 2004 Annual Town Meeting. At its discretion the Committee may accept applications after the deadline for extraordinary reasons.

Applications for CPA funding must be submitted to the following address:

Community Preservation Committee
c/o Planning Department
Acton Town Hall
472 Main Street
Acton, MA 01720

Step 2. Community Preservation Committee Review and Public Comment

A. Application Review: The Community Preservation Committee will review submitted applications to determine whether the proposed projects:

1. Are eligible for Community Preservation funding; and
2. Are sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration, and
3. Are consistent with the goals for CPA funding as developed in the *Community Preservation Plan*.

B. Notification: The Committee will notify applicants of its decisions concerning recommendations, but may require eligible applicants to submit additional information.

C. Public Forum: The Committee will seek public comment on proposed projects at a hearing to be scheduled in early February 2004.

D. CPC Recommendations: The Committee will make its final recommendations for funding in the form of warrant articles to be voted on at the 2004 Annual Town Meeting.

Step 3. Town Meeting Approval

The recommendations of the Committee will be presented to the 2004 Annual Town Meeting for discussion and vote. Town Meeting has the final authority to award funds from Acton's Community Preservation Act Fund. A majority vote is required to approve funding.

Step 4. Funding Award

Funding for approved projects will be available following Town Meeting, subject to satisfaction of any closing conditions established by the Committee.

Questions concerning the application process should be directed to Roland Bartl, Town Planner, via email at cpc@acton-ma.gov, or by calling (978) 264-9636.

GUIDELINES FOR SUBMISSION

The following guidelines should be utilized in preparing an application for CPA funding. These guidelines should be utilized in consideration of the applicable Plan goals, and in conjunction with the "Review and Recommendation Criteria" section of this Plan.

- Each project funding application must be submitted using the *Community Preservation Plan* "Project Application Form." Additional pages should be added as necessary.
- Project funding applications must be postmarked by November 14, 2003 to be considered at the 2004 Annual Town Meeting.
- Project funding applications should be for funding within a 5-year completion period.
- If submitting multiple applications, projects should be submitted in order of priority.
- Applicants should review the CPA, the Acton CPA Bylaw (Chapter S), and this *Community Preservation Plan* prior to submitting CPA funding applications.
- Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used, provided the basis of the estimates is fully explained.
- If the funding application is part of a longer-term project, the applicant should include the total project cost.

Applicants should take the following factors into consideration when completing the application:

Community Character:

- a) encourage and preserve open space and agriculture
- b) promote/maintain diversity in housing stock
- c) preserve historic resources
- d) re-use existing structures
- e) enhance social, economic, cultural, historical and natural resources, and their diversity
- f) preserve/revitalize historic centers/districts
- g) acquire/preserve threatened resources
- h) be consistent with Town planning documents

Community Impact/Needs:

- a) provide present and future uses
- b) increase/expand recreational facilities
- c) protect environmental/water resources
- d) address community need/fill void in community
- e) maximize number of people affected/benefiting
- f) meet needs of under-served populations
- g) meet multiple needs and populations

Fiscal Impact:

- a) initial cost
- b) maintenance costs
- c) minimize financial impact on taxpayers
- d) debt commitment
- e) multiple funding sources
- f) revenue generation
- g) feasibility

Other Factors:

- a) urgency
- b) timeline

REVIEW AND RECOMMENDATION CRITERIA

It is the responsibility of the Committee to review all projects proposed for funding through the CPA Fund and to make recommendations to Town Meeting as to which, if any, of the proposed projects should be funded.

In order to be considered eligible for review by the Committee, a project must meet the statutory requirements of the CPA.

A project submitted to and deemed eligible for consideration by the Committee will be evaluated in relation to the following "Review and Recommendation Criteria." Recommendations for funding will be based on how well the individual projects meet these criteria, recognizing that all criteria may not apply to every project. The Committee will also give due consideration to the urgency of the project, with particular consideration given to those projects whose successful implementation is constrained by scheduling factors not controlled by the applicant.

- The project is consistent with the goals of the Town of Acton *Community Preservation Plan*.
- The project is consistent with the Town of Acton *Master Plan Update*, the Town of Acton *Open Space and Recreation Plan*, and other Town planning documents that have received wide scrutiny and input. These are available at the Acton Planning Department, the libraries, and on www.acton-ma.gov.
- The project is economically or otherwise reasonably feasible to implement.
- The project serves a currently under-served population.
- The project serves multiple needs and populations and/or addresses more than one focus area of the CPA.
- The project leverages additional or multiple sources of public and/or private funding.
- The project utilizes, preserves, protects or enhances currently Town-owned open space, recreation, historic and/or housing assets.
- The project is consistent with recent Town Meeting actions.
- The applicant/applicant team has successfully implemented projects of similar type and scale, or has demonstrated the ability and competency to implement the project as proposed.

PROJECT APPLICATION FORM

Applicant: _____

Submission Date: _____

Applicant's Address, Phone Number and Email

Purpose: (Please select all that apply)

- ☐ Open Space
- ☐ Community Housing
- ☐ Historic Preservation
- ☐ Recreation

Town Committee (if applicable): _____

Project Name: _____

Project Location/Address: _____

Amount Requested: \$ _____

Project Summary: In the space below, provide a brief summary of the project.

Estimated Date for Commencement of Project: _____

Estimated Date for Completion of Project: _____

APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS

Submit 15 complete copies of the application (including all attachments).

Attach the following with all applications:

- **Narrative:** A complete and detailed description of the project and, when applicable, of the property involved and its proposed use. Describe how the project will benefit the Town and the citizens of Acton and how the project is consistent with the Community Preservation Plan's "Guidelines for Submission" and "Review and Recommendation Criteria." Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.
- **Site Control:** Submit a copy of the deed, purchase and sale agreement, option agreement, or other document to proof of property owner's consent to the application. If site control is not established, please explain in detail.
- **Cost Estimate:** Professionally prepared appraisal; or professionally prepared cost estimate (or detailed cost estimate with full explanation by line item and back-up material).
- **Feasibility:** List and explain all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **Maps:**
 - USGS topographical map showing regional location of project
 - Assessors map showing location of the project
- **Photographs** of the site, building, structure, or other subject for which the application is made.

Include the following, if applicable and available:

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.).
- Zoning (district, dimensional and use regulations as applies to the land).
- Inspection reports.
- 21E Reports and other environmental assessment reports.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Maps, renderings, etc.

- Historic inventory sheet.
- Existing conditions report.
- Names and addresses of project architects, contractors and consultants.
- Other information deemed useful for the Committee in considering the project.

Notes:

- Following the initial review of all applications, the Community Preservation Committee may request from applicants additional or more detailed information, and further clarifications to the submitted proposals.
- Once the Committee has made a preliminary selection of projects for funding, the Committee will work with the applicants for those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements, before its favorable funding recommendation to Town Meeting.